

Guide for Completing the Lawrence Livermore National Laboratory National Security Field Experience Initiative Internship Application

Thank you for your interest in the National Security Field Experience Initiative (NSFEI) internship program.

Here are pointers for filling out the application.

- Please be sure to read the instructions on Page 1 of the Employment Application carefully. In addition, do not white out or scratch out entry errors. Instead, put one line through the incorrect words and initial the change.
- Enter the following information under EMPLOYMENT DATA on page 2 of the Employment Application (Employment-2):

Job Desired: NSFEI Technical Trainee

Job Number: I will fill this in later

Desired Salary: You can enter "\$17/hour", which is in the compensation range.

Check: Full Time

Date available: June 25, 2005

Shift Work: Yes

- References are very important, so please choose them carefully. Past instructors, past employers, and community project leaders who know you and your knowledge, experience, and skills (including communication skills) are usually good references. Please be sure that you have accurate contact numbers for your references since we must be able to call them in order to process security clearances.
- Discuss your completed application with your Alaska Military Youth Academy contact (Mrs. Shanna McPheters) or your college contact. Be sure to ask if there is an opportunity to earn cooperative education credits for participation in NSFEI. If so, ask your contact to e-mail me at gonzalez3@llnl.gov to discuss the details.
- Check your completed application to verify that all the sections are completed. If an item is not applicable, mark it "N/A". Make a copy of the completed application form for your records, and send me a copy with an original signature and date.
- Mail the completed application, a copy of your high school and community college/college transcripts (unofficial web copy is fine) to me at the following address no later than **Friday, April 22, 2005**.

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Refer to our web site <http://www.llnl.gov/NSFEI> for more information

Please e-mail me at gonzalez3@llnl.gov if you have additional questions.